



DWFP-CONSERVATION OFFICER I

CHARACTERISTICS OF WORK:

This is specialized entry-level law enforcement, natural resources protection, and conservation work. Characteristic duties include responsibility for inspection, safety, enforcement, investigation, public relations, conservation education, and management of resources in the Department of Wildlife, Fisheries, and Parks. Incumbents possess enforcement powers conferred by statute and utilize these powers in the execution of their duties and responsibilities as well as in assisting other state, federal and local law enforcement and regulatory agencies. In addition to regular enforcement and conservation activities, incumbents may be assigned specialized duties and primary responsibility for a designated geographic area or physical location, i.e., county, district, management area, state lake, or related agency facilities. Field work at the entry level is performed under the close supervision of an administrative superior and requires exercising independent judgment in extensive contact with the public and in the performance of related job duties.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Reference Mississippi Code 1972, annotated, Section 49-1-15: All appointments of conservation officers shall be under rules adopted and promulgated by the commission. No person shall be appointed from and after July 1, 2001, unless he meets the following requirements:

- (a) Is at least twenty-one (21) years of age; and
- (b) Has successfully completed sixty-four (64) semester hours at an accredited community college or university or has an Associate Degree from an accredited community college or has passed the Law Enforcement Academy and has at least five (5) years experience in law enforcement.

Required Document(s):

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required course work or a copy of certificate to verify completion of the Law Enforcement Academy, when applicable.

Special Requirements:

Applicant must be at least twenty-one (21) years of age at time of appointment; possess and maintain a valid Mississippi Driver's License or a valid Driver's License from a contiguous state; meet any and all minimum standards of employment as set forth by the Board of Law Enforcement Officers Standards and Training; have neither a conviction nor a plea of guilty or nolo contendere for a felony or a misdemeanor involving moral turpitude; have not been discharged under conditions other than honorable from any branch of the U. S. armed forces; receive a favorable background investigation report; upon appointment and on a scheduled basis, pass a physical examination conducted by a licensed physician and meet minimum physical qualification standards; upon appointment and on a random-selection basis, pass an alcohol/drug test conducted by a certified laboratory.

Note:

Employment is contingent upon successful completion after appointment of the Basic Curriculum approved by the Board of Law Enforcement Officers Standards and Training and successful completion of pre-defined requalification standards. Duty assignment may require that successful applicant be able to demonstrate swimming skills at a prescribed level equivalent to the American Red Cross Basic Swimming skill level.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Heavy Work: May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or to the left and right while eyes are fixed at a given point.

Depth Perception: Three dimensional vision, ability to judge distances and spatial relationships.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Taste/Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors. Possesses the ability to use the sense of taste to recognize and distinguish flavors.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other states' agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel. Assists in instructing hunter safety and boating safety classes. Promotes and assists in conducting educational, interpretative, and informational programs.

Time Management: The ability and willingness to perform work within defined specifications and timelines and to manage conflicting priorities.

Effectively manages workload to complete multiple tasks. Works independently resolving all tasks in a timely manner. Researches and finds solutions using all available informational resources. Effectively utilizes resources such as time, equipment, supplies, travel, etc. Makes appropriate choices or exercises sound judgment for a variety of circumstances. Exercises appropriate level of professional curiosity based on information obtained. Adapts appropriately to a variety of situations and surroundings. Possesses the ability to work independently.

Professional Maturity: Possesses the capacities and aptitudes acquired by means of personal or professional experience, which enable functions to be fulfilled, and enables the incumbent to deal with situations in the workplace in a professional manner.

Is able to assess the situation and appropriately respond. Exhibits the attributes of confidence, assertion, tolerance, patience, and empathy at the appropriate time in stressful or high-pressure situations. Manages conflicts and defuses situations. Knows when to refer an issue to the appropriate level. Aligns personal behavior with agency standards. Continuously assesses work unit for areas of improvements and suggests changes for continuous improvement. Responds appropriately to supervision and administrative decisions. Is able to work under and with authority and accepts decisions. Takes initiative to accomplish stated and unstated goals. Maintains appropriate standards of professionalism and only provides information within authority. Follows orders.

Mentoring or Training: Watches over and assists with work of co-workers. Utilizes appropriate methods for training.

Mentors or otherwise assists co-workers as assigned helping them to improve their knowledge, skills, and abilities. Develops co-workers' skills and encourages growth. Facilitates co-worker learning. Fosters a positive attitude. Participates in job training programs (On the Job Training). Shares knowledge and wisdom with less experienced employees.

Equipment Operation: Operates and maintains equipment following proper safety guidelines.

Operates and maintains a variety of equipment, including but not limited to, motorized vehicles, tractors with accessory grounds maintenance equipment, all terrain vehicles, heavy equipment, winches, boats, traps, motors, predator-control equipment, firearms, etc.

Conservation: Maintains commitment to preserve the natural resources of Mississippi.

Assists technical staff in the survey and collection of harvest, research, and management data; capture and relocation of wildlife and fish for nuisance removal and restocking; habitat improvement; lake and pond management. Performs managerial and custodial functions for the development and maintenance of state-owned and leased lands, wildlife management areas, and state lakes. Possesses the knowledge of conservation practices.

Law Enforcement: Maintains knowledge and enforces all state and federal laws and Commission rulings on natural resources.

Possesses knowledge of wildlife, fisheries, forestry, lands, and parks. Possesses knowledge of game and fish laws and various applicable policies and procedures. Possesses knowledge of plans and programs that are administered by the Department of Wildlife, Fisheries, and Parks. Patrols an assigned geographic area or physical location by land, water, or air making inspections for violations of hunting, fishing, seafood, boating, safety, littering or pollution laws, and agency regulations. Inspects licenses, permits, and equipment of hunters, fishermen, trappers, and boaters; inspects vessels, registration, numbering, and safety equipment of watercraft for compliance with state and federal laws and regulations; collects appropriate fees; issues usage permits and licenses. Interprets and enforces laws, rules, and regulations for the protection, conservation, and management of wildlife, fisheries, marine, and natural resources; issues citations and apprehends violators; interviews witnesses; collects and preserves evidence of violations; seizes equipment used illegally; testifies in hearings and court proceedings. Assists other agencies.

Problem Solving: Possesses the ability to gather necessary information to resolve problems.

Ability to conduct enforcement and non-enforcement investigations, self-initiated or in response to complaints/inquiries, to gather necessary information and evidence, decide appropriate response, formulate, and then implement the plan. Ability to accurately identify issues, concerns, or problems, consider various

options, and determine and implement an appropriate course of action. Ability to apply conflict resolution skills and appropriate enforcement techniques with people who display resistant, aggressive, or violent behaviors in order to ensure the safety of self and others and achieve a satisfactory resolution.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Enforces all state and federal laws and Commission rulings on game and wildlife.
2. Presents various safety programs to groups and provides information and assistance to other organizations.
3. Performs duties of arresting officer including serving warrants, making arrests, and preparing and presenting evidence in court.
4. Participates in search and rescue and other law enforcement efforts.
5. Performs technical functions and operates various equipment on state owned and leased lands, wildlife management areas, and state lakes.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Patrols an assigned geographic area or physical location by land, water, or air making inspections for violations of hunting, fishing, seafood, boating, safety, littering or pollution laws, and agency regulations.

Inspects licenses, permits, and equipment of hunters, fishermen, trappers, and boaters; inspects vessels, registration, numbering, and safety equipment of watercraft for compliance with state and federal laws and regulations; collects appropriate fees; issues usage permits and licenses.

Monitors methods used and inspects game, fish, and seafood taken for compliance with state laws and regulations.

Interprets and enforces laws, rules, and regulations for the protection, conservation, and management of wildlife, fisheries, marine, and natural resources; issues citations and apprehends violators; interviews witnesses; collects and preserves evidence of violations; seizes equipment used illegally; testifies in hearings and court proceedings.

Investigates reported or suspected game, fish, and seafood violations, wildlife damage complaints, hunting and boating accidents, and evidence of littering and pollution; assists in special details and investigations related to the illegal taking and sale of game, fish, and seafood.

Assists federal, state, and local officials in matters involving drug enforcement, natural disasters, civil disturbances, hunting and boating accidents, drownings, rescue operations, and apprehension of criminals.

Assists in instructing hunter safety and boating safety classes, promotes and assists in conducting educational, interpretative, and informational programs on hunting and fishing regulations, outdoor and recreational opportunities and safety, conservation topics, and department-sponsored programs to schools, clubs, civic and community groups, and other organizations.

Assists technical staff in the survey and collection of harvest, research, and management data; capture and relocation of wildlife and fish for nuisance removal and restocking; habitat improvement; lake and pond management.

Performs managerial and custodial functions for the development and maintenance of state-owned and leased lands, wildlife management areas, and state lakes.

Prepares various reports on daily activities, vehicle use, expenses, and repairs; facilities usage and visitation; accident reports, violations, arrests, and prosecutions.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, all terrain vehicles, winches, marine vessels (up to 36 feet), boats, motors, heavy equipment, firearms, audio-visual equipment, two-way radio, and communications equipment.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.